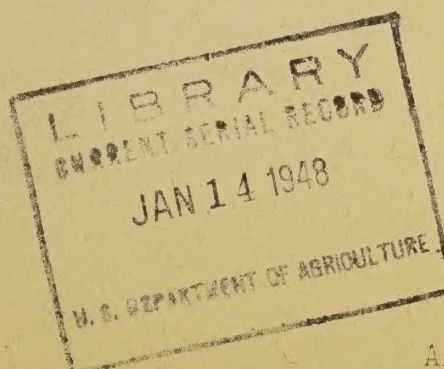


UNITED STATES DEPARTMENT OF AGRICULTURE
Production and Marketing Administration
Agricultural Conservation Programs Branch

COUNTY OFFICE INSTRUCTIONS FOR PREPARING APPLICATIONS FOR PAYMENT UNDER THE
1947 AGRICULTURAL CONSERVATION PROGRAM

CONTENTS

	<u>Page</u>
SECTION I. GENERAL	
A. Introductory	1
B. Forms to be used	1
C. Definition of terms	1
D. General instructions for transferring and checking data	1
E. Rule of fractions	2
SECTION II. VERIFICATION AND ASSEMBLY OF APPLICATION DATA	
A. Review of performance reports	4
B. Recording 1947 CMS data on performance reports	5
C. Determining All-CMS cases	7
D. Review of Assignments	8
SECTION III. PREPARATION OF FORM 157	
A. General	10
B. Heading	10
C. Farm data	10
D. Names of producers	11
E. Addresses of producers	12
F. Conservation practice data	13
G. Shares of producers	14
H. Checking transcription of data	16
SECTION IV. COUNTY COMMITTEE DETERMINATIONS	
A. Failure to properly use CMS	17
B. Evasion of the \$10,000 limitation	17
C. Failure to maintain practices	17
D. Defeating purposes of the program	18
E. Depriving others of assistance	18
F. Failure to carry out erosion control measures	18
G. Breaking out permanent vegetative cover	18
H. County committee approval of forms 157	18



CONTENTS

	<u>PAGE</u>
SECTION V. COMPUTATION OF PAYMENT	
A. General	19
B. Total farm practice payment	19
C. Producers' shares of payments	19
D. Summary of producers' payments	20
SECTION VI. FILING OF APPLICATIONS FOR PAYMENT	
A. Signatures of producers	22
B. Persons signing in a representative capacity	23
C. Failure to sign	23
D. Date of filing	24
E. Supplemental applications	24
F. Adjustment applications	24
SECTION VII. MULTIPLE FARMS, DEBTS, AND ASSIGNMENTS	
A. Multiple farms	25
B. Payments to applicants, assignees, and debt set-offs	26
SECTION VIII. COUNTY OFFICE REVIEW	
A. Original applications	30
B. Suspended applications	34
SECTION IX. TRANSMITTAL OF APPLICATIONS	
A. General	36
B. Preparation of form 6 for payment applications	36
C. Preparation of form 6 All-CMS cases	37
D. Recording transmittals on form 54	37
E. Transmittal of applications	38

SECTION I. GENERAL

- A. Introductory - These instructions are for use in all county offices in Oklahoma in summarizing performance data and preparing applications for payment under the 1947 Agricultural Conservation Program. It is the responsibility of each county administrative officer to see that these instructions are available to county committeemen and to county office employees who will be engaged in any phase of the work covered herein. County administrative officers and other employees who attend instruction meetings are responsible for properly instructing others.
- B. Forms to be used - The following forms, hereinafter referred to by form number, will be used in connection with these instructions:
- | | |
|--------------|---|
| 47-SR-30 | Notice of Approval of Assistance and Performance Report |
| ACP-157 | Application for Payment |
| 47-SR-53 | Limitation of Payment |
| 47-SR-54 | Application Register |
| ACP-69 | Assignment of Payment |
| SRS-6 | Transmittal Sheet |
| GAO Form 117 | Preaudit Difference Statement |
- C. Definition of terms - For the purpose of these instructions:
1. CMS means conservation materials and/ or services furnished by the Field Service Branch or the Agricultural Conservation Programs Branch.
 2. All-CMS case means any case where the entire payment for the farm is earned with CMS furnished under the 1947 Agricultural Conservation Program and the entire small payment increase, if any, earned by the use of the materials or services has been advanced.
 3. Payment application means any application for payment under the 1947 ACP, other than an All-CMS case, for a farm on which a payment was earned for carrying out one or more conservation practices eligible for payment (including CMS practices reported after the closing date therefor), regardless of whether a cash payment is being made or credited to any applicant.
 4. GAO means General Accounting Office and refers specifically to the field preaudit office serving the State.
- D. General instructions for transferring and checking data. - Data to be entered on form 157 or related forms shall always be transferred or checked by one person working alone. The correctness and completeness of data entered on form 157 shall be checked as provided in Section III, H, herein.

E. Rule of Fractions

1. Acreages shall be expressed to the nearest tenth for practices 6, 8, 12, 27, 28, 29, and 30. All other practices reported in acres shall be reported to the nearest acre. Where computation in hundredths is made, hundredths amounting to five or less shall be dropped and hundredths amounting to more than five shall be considered a whole tenth. Do not consider figures beyond hundredths. For example;

4.36 acres = 4.4 acres	4.35 acres = 4.3 acres
4.32 acres = 4.3 acres	4.359 acres = 4.3 acres

The number of whole acres followed by a decimal and the number of tenths or a zero shall be shown in each case (for example: 1.0, 15.0, 4.3, 0.7, etc.).

2. Tons shall be expressed as whole numbers, except that fractions of a ton will be expressed to the nearest hundredth. Thousandths of five or less shall be dropped and thousandths of more than five shall be considered a whole hundredth. Do not consider figures beyond thousandths. For example;

4.000 tons = 4 tons	4.665 tons = 4.66 tons
4.662 tons = 4.66 tons	4.6659 tons = 4.66 tons
4.667 tons = 4.67 tons	

3. Other terms such as linear feet, cubic feet, cubic yards (except for concrete or rubble masonry), pounds, etc. used in expressing extents shall be expressed to the nearest whole number. Tenths of five or less shall be dropped and tenths of more than five shall be considered a whole number. Do not consider figures beyond tenths. For example;

18.4 pounds = 18 pounds	18.5 pounds = 18 pounds
18.7 pounds = 19 pounds	18.59 pounds = 18 pounds

Cubic yards of concrete or rubble masonry shall be expressed to the nearest tenth cubic yard.

4. Percentages shall be expressed to the nearest tenth. Hundredths amounting to five or less shall be dropped and hundredths amounting to more than five shall be considered a whole tenth. For example;

3.71% = 3.7%
3.76% = 3.8%
3.75% = 3.7%

5. In expressing any amount of payment or deduction, fifty hundredths of a cent or less shall be dropped and more than fifty hundredths of a cent shall be considered a whole cent:

For example: \$1.1819 = \$1.18 \$1.1851 = \$1.19
 \$1.1850 = \$1.18 \$1.1895 = \$1.19

6. In computing fractions in accordance with the above instructions, do not consider figures beyond the places shown in the above examples.

For example: 3.7582 acres = 3.7 acres
 3.759% = 3.7%
 \$1.18509 = \$1.18

SECTION II. VERIFICATION AND ASSEMBLY OF APPLICATION DATA

A. Review of performance reports

1. Practice data shown on the performance reports shall be reviewed to determine that the practices for which credit is to be given constitute approved conservation practices.
 - a. Check to see that all practices reported on supplementary forms have been recorded on the performance reports.
 - b. Determine that action has been taken by the county or State committee with respect to any matter reported which requires that a determination be made.
 - c. Examine each practice to see that it is an approved practice for the county. If data are listed for any practice that is not an approved practice for the county, data for that practice shall be circled and disregarded.
 - d. If the farm covered by the performance report includes Government-owned pasture land, range land, or forest land, which was acquired or reserved by an agency of the United States Government for conservation purposes or which is to be retained permanently under Government ownership (such as land administered by the Forest Service or the Soil Conservation Service of the United States Department of Agriculture, or the Bureau of Biological Survey of the United States Department of the Interior), payment to tenants and sharecroppers will not be made for conservation practices carried out on such Government-owned land. In such cases, any practices listed on the performance reports that were carried out on Government-owned non-cropland shall be circled and disregarded.
2. Examine the practice numbers to determine that the numbers, including sub-practice number and letter designation, where applicable, are shown as provided in Appendix A.
3. Enter the letters "NP" preceding the practice number for any practice which the county committee determines was carried out with 1947 CMS but for which performance was not reported by the closing date for reporting performance, unless the State committee has approved a determination that full credit is to be given because failure to timely report performance was not the fault of the operator.
4. Examine the practice extents shown on the performance reports to see that they are expressed as provided in Appendix A.

5. Examine each practice extent reported in item 7, form 30, to determine that, if the practice extent reported is in excess of the extent approved in item 4, the extent in item 7 has been circled and the extent from item 4 entered beside the circled extent. Also, determine that the amount entered in item 6 does not exceed the amount in item 5.

Note: If the letters "NP" have been entered preceding the practice number in item 2, the amount in item 6 shall be reduced, if necessary, to equal the amount of deduction for 1947 CMS used in carrying out the practice.

- B. Recording 1947 CMS data on performance reports. - In order to facilitate the preparation of forms 157, 1947 CMS data shall be recorded on the performance report as hereinafter provided. This should be done immediately before preparing the form 157.

1. Where the farm record for 1947 CMS shows that a material or service was furnished a farmer, determine that the data on forms 30 for the farm show that the material or service was used to carry out an approved practice, or that a notation explaining the use or disposition of the material or service has been entered on one of the forms 30 for the farm.

- a. Where all of the material or service has been used to carry out a practice;

- (1) Enter the letter "X" immediately following the practice number in item 2 of the form 30, if it has not already been entered.
- (2) Determine that the name of the farmer to whom the material or service was furnished has been entered in item 8 of the form 30, and that the word "All" has been entered in the column headed "Contribution."
- (3) Enter on the form 30, in the space above item 2, the amount of the deduction for the material or service, as shown on the 1947 CMS records.

- b. Where none of the material or service has been used to carry out a practice;

- (1) Determine that the notation on the form 30 explaining the use or disposition of the material or service includes the kind and amount of material or service furnished, the rate of deduction, the amount of deduction, and an explanation of the use or disposition of the material or service sufficiently clear for the county committee to determine whether the material was misused, or, if not used, whether the farmer intends and will be eligible to use the material or service for carrying out a practice under the 1948 program.

If the explanation is not sufficiently clear for these determinations to be made, additional information must be obtained from the farmer or the community committeeman and a complete explanation entered on the form 30.

- (2) Refer the case to the county committee for a determination as to whether the material has been misused, or, if not used, whether the charge for the material or service is to be transferred to the 1948 program. (See section IV, A hereof.)
- (3) If the county committee determines that the charge for the material or service is to be transferred to the 1948 program, a notation to that effect shall be entered on the form 30. In such cases, the 1947 CMS records shall be corrected by removing the charge, and a charge at the 1948 program deduction rate shall be entered on the 1948 CMS records.
- (4) If the county committee determines that the 1947 CMS charge is not to be transferred to the 1948 program, enter in the space above item 7 of form 30 a notation showing the kind and amount of the material or service furnished and the words "Not misused" or "Misused", as determined by the county committee. Enter following this notation the amount of the deduction for the material or service. If misused, the amount of the deduction shall be twice the regular amount. The entries to be made on the form 30 shall be in the following manner:

"20% phosphate - 1,000 lbs. - Not misused - \$10.50."

- c. Where only a part of the material or service furnished was used to carry out the practice, the amount of deduction to be entered above item 2 on the form 30 shall be the amount of deduction for that part used in carrying out the practice. The remaining material or service shall be recorded as provided in b above.
2. If a notation on the performance report shows that "carryover" conservation materials have not been used for carrying out approved conservation practices in 1947, the case shall be referred to the county committee for a determination as to whether the material has been misused. If the county committee determines that the material has been misused, enter a notation on the performance report in accordance with paragraph 1 b (4), above, except that the notation shall include the program year in which the material was furnished and the rate of deduction. These notations shall be made in the following manner:

"1946 - 20% phosphate - 1,000 lbs. - .0115 misused - \$11.50."

3. "No-payment" cases. If 1947 CMS was furnished any person on a farm and no approved conservation practices were carried out, the performance report shall be referred to the county committee and the applicable notations relative to the 1947 CMS shall be made thereon, as provided in the above paragraphs of this subsection B. If any 1947 CMS charge is not transferred to the 1948 program, the person who received the CMS is indebted to the United States Government. The name of such person shall be entered immediately on the debt list, identifying the debt as "ACP-1947 Excess CMS."

The instructions set forth in section IX of the County Office Claims Procedure, SRM-555, shall be followed. A form 157 shall be prepared immediately in accordance with the applicable instructions in section III hereof, and the original and State office copies transmitted to the State office without delay.

- C. Determining All-CMS cases. - After all practices carried out on the farm under the 1947 program have been reported, required performance determinations made, and the performance records completed in accordance with the foregoing instructions, the case shall be reviewed to determine whether it is an All-CMS case.
 1. The case will be an All-CMS case if the only approved practices carried out on the farm are 1947 CMS practices (identified by the letter "X" following the practice number) and the entire small payment increase, if any, has been advanced.
 2. If, in accordance with the above paragraph 1, it is determined that the case is an All-CMS case:
 - a. Assemble all Forms 30 for the farm and staple them together in the upper left corner.
 - b. Enter the notation "All-CMS", in large letters, in the top center margin of the top form 30.
 - c. Enter in the top right margin of the top form 30, immediately below the form serial number, the sum of the amounts in item 6 of all forms 30 for the farm.
 3. For each All-CMS case, determine whether there is an excess CMS deduction. There will be an excess CMS deduction if:
 - a. There is a notation and CMS deduction amount entered on form 30 for CMS not properly used, or
 - b. The amount of the CMS deduction above item 2 of any form 30 for the farm is greater than the amount in item 6 of that form 30 plus the amount, if any, of increase in small payment paid on the material for that purchase order.

A form 157 shall be prepared and computed in accordance with Section III and V hereof, for each All-CMS case for which there is an excess CMS deduction.

4. A determination must be made with respect to each "All-CMS" case as to whether any person sharing in the practices carried out on the farm is a multiple farmer, i.e., is interested in the payment earned (including 1947 CMS furnished) or to be earned under the 1947 ACP on any other farm or ranch; except that, this determination need not be made if the county committee knows that the total credit earned by the farmer on all of his farms cannot exceed \$10,000.00. This information may be obtained from county office records, other information available to the county committee, or from the farmer. If it is determined that any such person is a multiple farmer;

a. Enter the notation "MF" in the heading of the performance report.

(1) If a form 157 is prepared for the All-CMS case because of an excess CMS deduction, enter "(MF)" preceding the producer's name in line 15 of form 157.

(2) If a form 157 is not prepared for the case, securely attach to the performance report a slip of paper (or a simple form devised for the purpose) and enter thereon:

(a) the name of each multiple farmer

(b) Applicable notations to indicate whether he is interested in other farms in the county, farms in other counties in the State, and farms in other states.

(c) The amount of credit earned. This will be the sum of all amounts of payment shown on the performance report for practices carried out by the multiple farmer.

5. Each All-CMS case shall be listed on a penciled copy of a transmittal sheet, form 6, prepared in accordance with applicable instructions in section IX C, hereof.

a. Enter on the performance report, in large letters, the transmittal number of the form 6 on which the All-CMS case is listed.

b. If it is believed that any producer on the farm will earn \$10,000, apply the provisions of Section VII A, hereof.

- D. Review of assignments - Forms 69 shall be attached to the related performance reports in all cases where county office records show an assignment has been filed against the payment due any person on the farm, unless section III of form 69 indicates that the entire amount assigned has been released. Each form 69 shall be examined to determine that it has been executed in accordance with ACP-70, Revised, and:

1. That part I has been properly filled out, the assignor has signed in the space provided, the date of his signature is shown, and his signature has been witnessed by a county or community committeeman or by the Secretary or Treasurer of the County Agricultural Conservation Association:
2. That part I of each assignment was filed in the county office on or before the closing date for filing part I of assignments of 1947 payments. The closing date for filing part I of assignment is December 31, 1947, or the date on which application for payment is filed, whichever is the earlier;
3. That only the first assignment filed in the county office for the applicant and remaining in effect at the time form 157 is executed is honored. Any other assignments shall be marked "Void" and written notice to that effect and the reason therefor shall be forwarded to the assignee and the assignor;
4. That the assignee has executed part II of form 69, Revised;
5. That the amount entered in part II does not exceed the amount entered in part I by more than the amount shown in part II as accrued interest. Where part II shows an amount for interest, it shall be checked to determine that it was computed at a rate of interest per annum (a) not in excess of that specified in part II, (b) not in excess of the rate specified in part I, if interest was provided for in part I, (c) not in excess of the maximum rate per annum chargeable under State law, and (d) not for a period extending beyond the date on which part II was signed by the assignee. If part I does not provide for interest to be included under the assignment, the assignee may include interest in part II of the assignment if he presents to the county office acceptable evidence (such as a note or other document on which provision for interest is made) that the advances were made under an agreement permitting interest to be charged on the debt secured by the assignment;
6. That part II has been executed to show the type of advances secured by the assignment and the value of each type of advance made. Also determine that the advances indicated in part II are those which properly may be secured by an assignment of a 1947 payment;
7. That part II was executed not more than 60 days prior to the date on which form 157 is approved by the county committee, unless the date in part II is later than November 15, 1947.

If, at any time, it appears from information known to the county office, or the county committee has any reason to believe, that irregularities not evident on the face of the assignment may exist with respect to one or more assignments for an assignee, a detailed examination of all assignments for the assignee, and such examination of the assignee's records as is necessary to establish whether the assignments are proper, shall be made immediately.

Note: If an acreage on the listing has been altered, and the explanation therefor shows that it is to reflect a re-classification of land use due to changes which occurred in 1947, the original acreage shown on the listing shall be entered on form 157.

The farmland entry may be obtained from any record available in the county office or from the farm operator or other interested producers on the farm at the time he signs form 157.

D. Names of Producers - Enter in line 15, the name of each person shown on the performance report as contributing to carrying out approved practices on the farm in 1947 (or received 1947 CMS not transferred to 1948). The name of the farm operator should be entered first.

1. If there are more than two interested persons, additional forms 157 shall be used as continuation sheets. No data shall be entered in lines 1 through 10, columns A through E, of forms 157 used as continuation sheets for additional applicants. Each form 157 shall be properly identified by the name of the State and county and the farm serial number.
2. The name of each person must be complete. Names of individuals must include one given name, the initial of the other given name, if any, and the last name. If the identification of a person can be made easier by showing a nickname by which he is commonly known, the name may be shown on form 157 in the following manner: "John C (Pink) Jones". If the complete name of a person is not known at the time form 157 is prepared, it shall be obtained at the time he signs the form.
3. Where a person who otherwise would have shared in the payment dies, disappears, or becomes incompetent before the application is executed by him, the name to be entered on the application will be the applicable one of the following:

- a. If the person is deceased and an executor or administrator has been appointed to administer his estate, the name of the representative and of the decedent's estate shall be entered.

Example: John H. Doe, Exec. (or Adm.) of the Est. of Edward M. Doe, dec'd.

- b. If the person is deceased and no executor or administrator has been appointed (and none is likely to be appointed in the near future), the name of the surviving spouse shall be entered.

Example: Jane C. Doe, widow of Edward M. Doe, dec'd.

If there is no surviving spouse, the name to be entered shall be determined in accordance with ACP-122, as amended. If the heirs of the decedent wish to designate a trustee to execute the application for them and to receive a payment on their behalf, the name of the trustee shall be entered.

Example: William T. Roe, Tr. for all the heirs of Edward M. Doe, Dec'd.

SECTION III. PREPARATION OF FORM 157

A. General. - When data to be entered on form 157 have been verified and assembled as provided in Section II, forms 157 shall be prepared in accordance with this section III. An application shall be prepared for each farm on which one or more approved conservation practices are carried out, except that a form 157 will not be prepared for an All-CMS case if there is no excess CMS deduction. A form 157 will also be prepared for each farm on which no practice was carried out, but with respect to which one or more producers received 1947 CMS that is not transferred to 1948.

1. Negative entries. - Where a given space is indicated for an entry, but is not applicable to the farm in question, it shall be left blank, except where the figure zero is required by these instructions.
2. Corrections on form 157. - If an error is made in entering any data on form 157, the error shall be corrected by drawing a line through the incorrect entry (which must remain legible), and entering the correct data immediately above or beside it. Each correction, other than corrections in data which are computed from other entries on the form 157 must be initialed by a county committeeman whose signature appears in Section IV. If the correction is made after the form 157 is signed by a county committeeman and he is not readily available to initial the correction, it may be initialed by another member of the county committee, provided he also affixes his signature in Section IV above the signature of the first committeeman. Printed initials for corrections are not acceptable. Corrections of amounts in the following spaces on form 157 need not be initialed: Lines 1 through 10, columns D, E, G, and I, and lines 11, 12, and 15, columns G and I.

Note: NEW FORMS 157 SHALL NOT BE PREPARED TO CORRECT ERRORS WHICH MAY BE CORRECTED AS INDICATED ABOVE.

3. Entries on form 157 shall be made with indelible pencil or typed, except that a hard lead pencil shall be used for computations entered in accordance with section V of these instructions. Part of the data may be typewritten and part entered in pencil. Names and addresses on form 157 shall in all cases be typed or printed. Care shall be taken in the preparation and handling of the application forms to see that the carbon impressions on all copies are legible.

B. Heading. - Enter the names of the State and county and the farm serial number in the space provided.

C. Farm data

1. Enter in the heading in the spaces provided for farm data, the acreages of farmland, cropland, pasture and grazing land, and commercial orchards, respectively, from your most reliable listing verified pursuant to Section II B, 47 - Performance - 1.

- c. If the person has disappeared, the name of the conservator or liquidator and the name of the estate shall be entered.

Example: John H. Doe, Conservator of the Est. of
Edward M. Doe, disappeared.

If no conservator or liquidator has been appointed, the name to be entered shall be determined in accordance with ACP-122, as amended.

- d. If the person is incompetent, the name of his guardian or committee and the name of the estate shall be entered.

Example: John H. Doe, Gdn. (or Comm.) of the Est. of
Edward M. Doe, Incomp.

If no guardian or committee has been appointed, the name to be entered shall be determined in accordance with ACP-122, as amended.

4. In the case of a married woman, her given name, the initial of her maiden name, and her last name shall be entered on form 157. The title "Mrs." should not be shown. For example, the name to be entered on form 157 would be "Mary S. Doe", rather than "Mrs. John H. Doe" or "Mrs. Mary Smith Doe". Where the name of a married woman is shown in a representative capacity, it need not be shown in the above manner if the document authorizing her to sign in such capacity shows the name otherwise.
- E. Addresses of Producers - Enter in line 15, immediately below the name of each person, the address of each interested person, from the performance report. If the complete address is not known at the time form 157 is prepared, it shall be determined from the applicant and entered at the time he signs the form.

1. The post office box number, the RFD number (or name), or the street address, whichever is applicable, shall be shown, except for applicants who live in small towns or villages that do not have house numbers and street names, or for an established business firm whose address is commonly known (for example, "First National Bank, Athens, Ga."). Where the address is that of a city, town, or village for which the U. S. official postal guide shows that there is city or village delivery, the address entered on form 157 must include the post office box number, RFD route, or street address, except as noted above for established business firms and as provided in paragraph 2 below.

The RFD box number, as well as the route number, shall be shown if it is known. A general delivery address shall be used only in rare cases where the applicant lives in or near a city or town having city or village delivery and it is impossible to identify the location of his place of abode by street address or RFD route.

2. Where one or more towns in a county are listed in the United States official postal guide as having city or village delivery but the streets are not named or the houses are not numbered, a

copy of a letter to that effect, signed by a member of the county committee, shall be forwarded to the State office, unless that office was so notified in connection with previous programs. In such cases, it will not be required that addresses for those towns include street names and numbers.

3. Where payment is to be made to a person serving in the armed services of the United States, his regular military or naval identification shall be shown as his address, except as provided in the following paragraph 4. The address of a person in the Army should include his grade, first name in full, middle initial, and last name; followed by his Army serial number, if known; the letter or number of the company or other similar organization of which he is a member; the designation of the regiment or separate battalion, if any, to which the company belongs; and the Army post office number in care of the appropriate postmaster. For example:

Pvt. Willard J. Roe (Army Serial No.)
Company F, 167th Infantry
APO 801, c/o Postmaster
New York, N. Y.

The addresses of persons in branches of the service other than the Army should include similar identification.

4. Where a person who is serving in the armed services has executed Treasury Form 6569 or 6570 authorizing another person to cash Treasury checks made payable to him, the name of the person who is in the armed services shall be shown on form 157, but the address to be entered shall be shown as in care of the representative named in form 6569 or 6570, followed by the address of the representative.
 5. Where, after a payment application is submitted to the State office or the GAO, it is found that the address of any applicant is changed, or is incorrect or incomplete, the State office shall be notified immediately of the correct address. Notification may be in the form of a postal card or a short letter, signed by either the applicant, a member of the county committee, or the county administrative officer, giving the correct address of the applicant, the application serial number, and the number of the transmittal on which the application was listed.
- F. Conservation practice data. - Data for conservation practices shall not be entered on form 157 before December 31, 1947, unless the farm operator has advised that no additional practices will be carried out during the 1947 program year.

Data for conservation practices shall be entered on form 157 in lines 1 through 9, column A through D. In addition to this subsection F, the special instructions in Appendix A must be followed.

By entering data for two practices on each line 1 through 9, data for as many as eighteen practices can be entered. If more practices are to be listed, another form 157, labeled "Continuation Sheet for Practice Data" in the top center margin shall be used.

1. Enter the practice number in column A, from item 2, form 30.
 2. Enter the number of units in column B, from item 7, form 30. If the entry for the practice extent on form 30 has been encircled, the uncircled entry shall be used. In no case shall the extent entered on form 157 exceed the extent approved, as shown in item 4, form 30.
 3. Enter the applicable practice rate in column C, from Appendix A of these instructions.
 4. Enter the amount of payment for the practice in column D, from item 6, form 30. In no case shall the amount of payment entered on form 157 exceed the amount in item 5, form 30.
 5. If a notation has been entered on form 30, showing that CMS was not used in carrying out an approved conservation practice, enter the same notation and amount of deduction in columns A through C on an otherwise unused line 1 through 9, form 157. Do not enter on form 157 notations or amounts for CMS charges that the county committee has determined should be transferred to a 1948 program charge.
- G. Shares of producers - Producers' shares in the practice payments and CMS deductions shall be indicated on form 157 by entering percentages or the word "All" in columns F and H, above the name of each applicant in accordance with instructions in this subsection G.

For practices carried out with 1947 CMS, the person to whom the CMS was furnished will be considered as having incurred the entire expense with respect to the practice and entitled to receive all of the payment for the practice.

For practices other than those carried out with 1947 CMS, the applicant's share of each practice shall be determined on the basis of his contribution to the expense of carrying out the practice. Items considered as expense shall include labor, seed or other materials, and workstock and equipment, the cost of which is borne by the applicant. In no case shall the furnishing of land be considered as a contribution to the expense of carrying out the practice. If two or more persons contributed to the expense of carrying out the practice, it will be assumed that each contributed an equal amount of the expense unless the county committee determines that their contributions were not equal.

1. Producers' shares shall be determined from item 8, form 30.
2. Producers' shares shall be entered on form 157 as follows:
 - a. If only one producer shares in all of the practices, enter the word "ALL" in the heading of column F, above the words "Percentage share."

- b. If two or more producers share in the practice, but they share in the same proportion with respect to all practices, enter in the heading of columns F and H, above the words "Percentage share", above each producer's name, the percentage that his expense is of the total expense of carrying out the practices.

For example: Two producers jointly carry out all of the practices on the farm, none of which were carried out with 1947 CMS. One furnished the seed and materials, and the other furnished the labor and equipment. Assuming that it has been determined that each contributed equally to the expense of carrying out each practice, their shares will be indicated by entering "50.0" in the headings of columns F and H.

- c. In all other cases, each producer's share in each practice shall be determined and entered in the applicable line 1 through 9, in column F or H, above his name, as follows:

Note: The following method is substantially the same procedure as was used in determining acreage shares for commodity payment purposes under previous programs.

- (1) If only one producer contributed to carrying out the practice, enter the word "All".
- (2) If two or more producers each contributed a part of the expense of carrying out all of a particular practice on the farm, and each producer contributed the same percentage of the expense with respect to all of the practice (even though the practice was carried out on several different acreages), enter the percentage contribution of each producer.
- (3) If two or more producers contributed to carrying out the practice, and their contributions were not in the same proportion with respect to the several acreages on which the practice was carried out, the shares shall be determined on a separate sheet of paper, securely attached to the performance report, as follows:
 - (a) Summarize for each producer sharing in the practice his shares (expressed in terms of the extent of the practice) of the extent for each particular acreage on which the practice was carried out.

- (b) Obtain the percentage share for each producer by dividing the total share determined for him under (a), above, by the total extent of the practice. Enter the percentage share for each producer on form 157.
- d. If a notation for 1947 CMS not properly used has been entered in any line 1 through 9, columns A through C, enter the word "All" on the same line, in the applicable column F or H, above the name of the producer to whom the CMS was furnished.
3. The 1947 CMS deduction, if any, for each producer shall be determined from the performance report and entered in line 13, columns G and I. The amount of CMS deduction to be entered on form 157 for a producer will be the sum of
- Any amounts shown on forms 30 for the producer for CMS not properly used, plus
 - All amounts entered above item 2 of forms 30 for the producer.
- H. Checking transcription of data. - After data have been entered on form 157, the forms shall be carefully checked to determine that all necessary data have been properly and completely transcribed thereto. Determine that:
- Each item of 1947 CMS is accounted for as properly used by practices carried out in 1947, or that the disposition of each is shown in lines 1 through 9, columns A through C, form 157, or that the charge has been transferred to the 1948 program and properly recorded.
 - The applicable "Farm Data" have been correctly transcribed to form 157.
 - The practice numbers and extents for each practice entered in lines 1 through 9, form 157, agree with the corresponding data on the performance reports.
 - The shares in columns F and H, form 157, have been correctly computed from the data on the performance reports and properly entered on form 157.
 - The amounts for 1947 CMS deduction, in line 13, columns G and I, have been correctly determined and entered on form 157.

SECTION IV. COUNTY COMMITTEE DETERMINATIONS

After the form 157 has been prepared as provided in the foregoing instructions, the county committee shall carefully consider the data set forth therein, together with any other pertinent information on file in the county office or otherwise available to the county committee, to determine whether all of the provisions of the ACP have been fully met. In this connection, the committee must give due consideration to the following:

Note: In any case where the following instructions require that a statement by the county committee accompany the application, the statement shall be prepared in triplicate, on separate sheets of paper, identified with State and county code and farm serial number, dated and signed by at least one member of the committee, and securely attached to form 157.

- A. Failure to properly use CMS. - If any 1947 CMS furnished a producer was not used in carrying out an approved 1947 conservation practice, the committee shall determine the reason therefor and whether (1), the charge for the CMS is to be transferred to the 1948 program, or (2) in the case of material, there has been misuse.
1. The committee shall determine whether the charge for the material is to be transferred to the 1948 program. See Section IV (Revised) of 47-SRM-10 for conditions to be considered.
 2. The determination as to whether there has been misuse of materials shall be made by the committee in accordance with applicable instructions in 47-SRM-10. A similar determination shall be made with respect to any "Carryover" materials which were not used in carrying out an approved 1947 conservation practice.

A notation showing the committee's determination relative to misuse or transfer of the charge for materials or services shall be entered on the performance report for the farm.

- B. Evasion of the \$10,000 Limitation. - Where the committee determines that a producer has adopted or participated in adopting any scheme or device designed to evade, or which has the effect of evading, the \$10,000 limitation on ACP payments, it shall set forth the facts in the case and the committee's determination in a statement attached to the form 157.
- C. Failure to maintain practices. - Where the committee determines that, under the provisions of the State Handbook, a producer has failed to maintain practices performed under previous programs, it shall set forth the facts in the case in a statement attached to the form 157. The committee's statement shall include for each case (1) the extent (expressed in terms of acres, feet, etc.) determined by the committee to be subject to deduction; (2) the rate of payment for the practice under the 1947 program or, if the practice is not offered under the

1947 program, the rate in effect during the year the practice was performed; and (3) the name of the person responsible for failure to maintain the practice.

- D. Defeating purposes of the programs - Where the committee determines that a producer has adopted any other practice which tends to defeat the purposes of the 1947 or previous agricultural conservation programs, it shall set forth the facts in the case and the committee's determination in a statement attached to the form 157. Before transmission to the GAO for approval, the case shall be forwarded to the State office by letter for consideration by the State committee.
- E. Depriving others of payment. - Where the committee determines that a producer has used or participated in the use of any scheme or device, the effect of which would be or has been, to deprive any other person of any assistance to which he is entitled under the program, it shall set forth the facts in the case and the committee's determination in a statement attached to the form 157. Before transmission to the GAO for approval, the case shall be forwarded to the State office by letter for consideration by the State committee.
- F. Failure to carry out approved erosion control measures. - Where the county committee determines that a producer has been negligent and careless in his farming operations by failure to carry out approved erosion control measures on land in the county under his control, to the extent that any part of such land has become an erosion hazard during the 1947 program year to other land in the community, it shall set forth the facts in the case and the committee's determination in a statement attached to the form 157.
- G. Breaking out permanent vegetative cover (Applicable only to Beaver, Cimarron, Ellis, Harper, Roger Mills, Texas, and Woodward Counties.) Where the committee determines that, under the provisions of the State Handbook, a deduction for breaking out native vegetative cover is applicable, it shall set forth the facts in the case in a statement attached to the form 157. The committee's statement shall include (1) the number of acres for deduction, (2) the amount of deduction (\$3.00 times the number of acres for deduction), and (3) the name of the person responsible.
- H. County committee approval of forms 157. - After form 157 has been prepared and reviewed, it shall be referred to the county committee for examination and approval. The committee shall carefully study the certifications in sections 1 and 2, form 157, in order that it may clearly understand the representations of the applicants and the responsibility of the committee in approving applications. If the committee finds that the data on the application have been correctly entered and that each person making application for payment is eligible under the regulations and instructions to receive payment, one member of the committee shall affix his signature, in ink or indelible pencil, in the space provided in Section IV. The committeeman who signs form 157 must not be a near relative to any applicant or have any sort of financial interest in the farm covered thereby or in any crop grown thereon.

SECTION V. COMPUTATION OF PAYMENT

- A. General. - When all necessary data have been entered on form 157, payments shall be computed as provided herein.

Note: Column E, lines 1 through 10, column D, lines 11 and 12, and lines 13, column A&B are not for use in Oklahoma.

1. All computations on form 157 shall be made with a hard lead pencil and must be legible on all copies of the form.
 2. If payment for one or more persons is to be withheld, his payment shall be computed, regardless of the reason for withholding payment.
 3. If for any reason payment is not to be made to a producer or assignee on a payment application, the name of such person on form 157 shall be encircled.
- B. Total farm practice payment. - In each case enter in line 10, column D, the sum of all amounts in lines 1 through 9, column D.
- C. Producers' shares of payments -
1. Where the entire practice payment was earned by one producer enter in line 10, column G, the amount from line 10, column D.
 2. Where the practice payment is divided between producers who share in all practices in the same proportion, enter in line 10, columns G and I, the results obtained by multiplying the amount in 10, column D, by the percentage share in the heading of column F and H, respectively.
 3. Where the practice payment is divided between producers who do not share in all practices in the same proportion:
 - a. Enter in columns G and I, for each practice listed in lines 1 through 9, the practice payment share for each producer, determined as follows:
 - (1) If the word "All" is shown in column F or H for the practice, enter in the applicable column G or I the amount in column D in that line.
 - (2) If percentage shares are shown in columns F and H for the practice, enter in each column G and I the result obtained by multiplying the amount in column D for the practice by the percentage share in the respective column.
 - b. Enter in line 10, in each column G and I, the sum of the amounts in lines 1 through 9, in that column.

D. Summary of producers' payments. - The payment for each producer shall be summarized in the applicable column G or I as follows:

1. Enter in line 11 the applicable amount of increase for small payment as shown on the back of these instructions.
2. Enter in line 12 the sum of the amounts in lines 10 and 11.
3. If the amount entered in line 12 is in excess of \$10,000, it shall be circled and "\$10,000" entered to the left of the circled amount. In such cases, enter the notation "10,000 Limitation" in the heading of form 157.
4. If the county committee has determined that a deduction is to be made for failure to maintain practices or for breaking out native sod, circle the amount in line 12, and enter to the left of the circled amount the result, if any, obtained by subtracting the amount of deduction as determined from the statement of the county committee, from the circled amount in line 12.

Note: If the amount of the reduction exceeds the amount in line 12, a determination must be made as to whether the producer is a multiple farmer, since payments earned on other farms are subject to the excess deduction. If the producer is interested in other farms in the county, the county committee's statement shall include the farm serial numbers and the amount of deduction to be made from the payment on each farm. Copies of the county committee's statement shall be attached to each form 157 on which any part of the deduction is applied. If the amount earned on all farms in the county is less than the amount of the deduction, and the producer is interested in one or more farms in another county, the State office shall be notified immediately by letter of the amount of deduction to be made from payments earned in other counties.

If the county committee has determined that a deduction is to be made because a farmer has been negligent or careless in his farming operations by failing to carry out erosion control measures (deduction applicable only to payments earned in the county), or if the State Committee has approved specified deductions because of (a) evasion of the \$10,000 limitation, (b) practices defeating the purposes of the program, or (c) depriving others of program assistance, adjustments will be made in the same manner, and copies of the county committee's or State office's statements shall be attached to applicable forms 157.

5. If there is an amount in line 13 greater than the uncircled amount in line 12, subtract, and enter the result to the left of the applicable column G or I in line 13. In such cases, circle the amount in line 13, in the applicable column G or I, and enter above the circled entry the amount in line 12. The amount in line 13, to the left of column G or I, is the excess CMS.

Note: The producer is indebted to the United States Government for any amount of \$1.00 or more entered as excess CMS. His name shall be entered immediately on the debt list, identifying the debt as "1947 excess CMS". It will not be necessary to notify the State Office of the debt, since it will be recorded

by the GAQ when the Form 157 is submitted to that office. The instructions in Section IX of the County Office Claims Procedure, SRM-555, shall be followed with respect to each case.

INSTRUCTIONS FOR DETERMINING AND ENTERING FINAL PAYMENTS FOR APPLICANTS AND ASSIGNEES AND FOR DEBT SET-OFFS ARE SET FORTH IN SECTION VII. B.

6. If an amount is entered in line 13 of a payment application for a producer who did not sign form 157, the following additional instructions will apply.
 - a. Enter on line 10, to the left of the applicable column G or I, the sum of all amounts in column D for CMS practices for which the word "All" is shown for him in the applicable column F or H.
 - b. Enter in line 11, to the left of the applicable column G or I, the applicable amount of small payment increase for the amount entered in accordance with a. above.
 - c. Enter in line 12, to the left of the applicable column G or I, the sum of the amounts entered in accordance with a. and b. above.
 - d. Enter as "Excess" in line 13 to the left of column G or I, the larger of
 - (1) The amount, if any, by which the entry in line 13, in the applicable column G or I, exceeds the entry in line 12, to the left of that column, or
 - (2) The amount of deduction, if any, in lines 1 through 9, columns A through C, for CMS misused or not used.
 - e. If an amount is entered as "Excess" in line 13, to the left of column G or I, circle the amount in line 13, in the applicable column G or I and enter immediately above, the result obtained by subtracting the amount shown as "Excess" from the circled amount in line 13.

SECTION VI. FILING OF APPLICATIONS FOR PAYMENT

- A. Signatures of producers - Signatures on the application shall be in the style set forth in ACP-16, which is hereby made a part of these instructions. If the producer signs form 157 in the presence of a county association employee, the employee shall immediately check to see that the signature is acceptable under the instructions in this section VI.

Each producer shall be afforded full opportunity to familiarize himself with the provisions of section 1, form 157, since they constitute the representations upon which he is basing his claim for payment.

Signatures of producers need not be obtained for (a) forms 157 which are "Excess" All-CMS cases, or (b) if the only practices listed on the form 157 are CMS practices reported after the closing date for reporting performance.

1. Signing applications in blank. Any producer may be permitted to sign his application at the most convenient time, after performance has been reported for the farm on practices in which he has an interest, regardless of whether any data other than the farm serial number have been entered on the form 157 at the time it is signed. If any person other than the operator is permitted to sign his application before all data are entered thereon, he should be informed at the time he signs the application of his and other person's shares of the extent of each conservation practice as shown on the performance report. If any person claims he carried out a practice which is not shown on the performance report, a notation should be attached to the performance report in order that it may be called to the operator's attention and a complete performance report of all practices eligible for payment obtained from the operator before the application is completed.

If a producer contends that his share of a conservation practice is incorrect, he shall not be permitted to sign the application until the correct data have been determined by the county committee and entered on the application.

2. Signatures shall be affixed on the original form 157 in ink or indelible pencil, where practicable, in the spaces provided in line 16.
3. If the typed or printed name of a producer is in error, it shall be corrected to agree with his signature. Each producer shall be required to verify the spelling of his name at the time he signs form 157.
4. Where a person signs in a representative or fiduciary capacity, his signature must include the name of his principal and the capacity in which he acts. (See section VI. B).
5. Traced signatures, carbon impressions, and facsimile signatures on the original form 157 are not acceptable.

6. Where a signature is made by mark, or is in a foreign script, it must be witnessed by a disinterested person.
 7. At the time each producer signs the application for payment, his mailing address shall be verified.
 8. The farm operator (and the landlord, if he signs the application) shall be asked to verify that the names of all persons entitled to share in the payment to be computed for the farm have been entered on form 157 (or on the performance report if form 157 is signed in blank) and that the names and shares are correctly shown for all interested persons.
 9. Where an application is mailed to a producer for his signature, it should be completely filled out. The letter of transmittal shall request him to verify the correctness and completeness of the name, address, and other data shown for him on form 157.
 10. If the county office finds that a net deduction may be computed on one farm for a producer and a payment may be computed for him on another, all of his applications in the county or enough of them to liquidate the net deduction, should be handled together, or other steps taken to prevent making a payment to him against which a deduction should be applied. If a net deduction may be computed for a producer in one county and a net payment for him in another county, the county office having the information should immediately report it, along with available details, to the State office.
- B. Persons signing in a representative capacity. - The county committee is charged with the responsibility of determining that a person who signs an application in a representative capacity has the proper authority so to act, and the signing of the application by a member of the committee shall constitute the certification of the committee that each person who signed the application in a representative capacity possesses the necessary authority. There must be on file in the county office written evidence that each person signing in a representative capacity has proper authority, unless the county committee has knowledge of the fact that written evidence of authority is a matter of record with the County Government. If written evidence of authority is not on file in the county office or with the County Government, the county committee shall require him to submit evidence of his authority. (See ACP-16 and Forms AAA-379, 381, and 382 as to what constitutes acceptable evidence of such authority).
- It is not required that a power-of-attorney or other authorization on the applicable AAA form be secured for substitution, unless the power-of-attorney or other authorization now on file in the county office is found to be inadequate. No written evidence of authority need be attached to the application.
- C. Failure to sign. - In order to reduce the number of supplemental applications, every effort should be made to obtain the signature of producers to whom a payment is due under the application before it is submitted for payment to any producer; however, if the signature of any such person cannot be obtained, no statement of explanation is required.

Note: Where because of the \$10,000 limitation in payments, a producer has elected not to apply for ACP payments on one or more farms in the county, the notation "\$10,000 limitation" shall be entered in the space provided for his signature and his name in line 15 shall be circled.

- D. Date of filing. - Enter in the space provided in Section IV the date on which the signed application is filed in the county office. This will be the date on which the producers affix their signatures where they sign in the presence of a county or community committeeman or a county association employee. Where all applicants do not sign the application on the same date, the date to be entered will be the date on which the first signature of any producer is affixed. Where the application is taken out or mailed out of the county office and is not signed in the presence of a committeeman or county association employee, the date the signed application is returned to the county office, or, if returned by mail, the date of the postmark on the envelope, will be considered as the date of filing. The closing date for filing original applications is June 30, 1948.
- E. Supplemental applications. - Where a producer fails to sign the original application, payment may later be made to him if he submits a properly executed application on a supplemental form 157 on or before December 31, 1948, provided the original application was timely filed. The data entered in columns A through I, Section III, of the supplemental form 157, must be identical with those on the original application. The notation "Supp." shall appear in the upper right corner, immediately following the farm serial number. The supplemental application need not include the shares or the signature of any producers other than those applying for payment on the supplemental application, but must be otherwise complete and must be signed by a member of the county committee.
- F. Adjustment applications. - Adjustment applications shall be prepared and submitted to the State office by letter in accordance with instructions set forth in the County Office Claims Procedure, SRM-555.

SECTION VII. MULTIPLE FARMS, DEBTS, AND ASSIGNMENTS

A. Multiple farms. - County offices shall be responsible for determining that payments to producers are limited to \$10,000. In order that this responsibility may be met, the following procedure shall be followed:

1. Before transmitting any 1947 ACP application to the State office, the State office shall be furnished a list of persons who the county committee believes may earn payments of \$10,000 or more under the 1947 ACP. If the committee is in doubt as to the extent of a producer's participation in the county or in other counties, his name shall be included on the list. The list to be furnished the State office shall include the following information for each producer who may earn \$10,000:

- a. Name
- b. Address
- c. Amount of CMS furnished for all his farms in the county
- d. Other counties in which he is farming.

If, after the list is forwarded to the State office, additional 1947 CMS is furnished any producer listed thereon, the State office shall be immediately notified to increase the amount shown on the list.

2. The State office will forward the lists to the GAO, requesting that office to assist in determining that cash payments are not certified for any producer in an amount greater than the difference between \$10,000 and the amount of CMS furnished.
3. If a multiple farmer is shown as interested in other farms in the county, a determination must be made immediately as to the total value of CMS furnished him on all farms in the county. The performance reports for all his farms shall be examined to determine whether the payment earned by the farmer will probably exceed \$10,000. (If it is discovered that CMS has been furnished the farmer in an amount in excess of \$10,000, the State office shall be notified immediately and a debt charge established on the county office debt register for the amount of the excess.) Unless it is evident that the total payment earned on all farms in the county will not exceed \$10,000, forms 157 shall be prepared for all farms in which the multiple farmer is interested.

If the sum of all amounts for the multiple farmer in line 12, column G or I, on all forms 157 is in excess of \$10,000, sufficient reduction of those amounts shall be made on one or more forms 157 so that the total of all such amounts will equal \$10,000. These reductions shall be made by circling the amount in line 12, column G or I, and entering a zero or a reduced amount, as the case may be, to the left of the circled amount. In each such case, enter the notation "\$10,000 limitation" on the upper right margin of the form 157 below the perforated line.

4. If a multiple farmer is interested in farms in other counties in the State, or is other than an individual, partnership, or estate, and is interested in farms in other states, form 53 shall be prepared and forwarded to the State office, as provided in paragraph 5 below, unless the county committee knows that the 1947 payments earned by the multiple farmer on all farms and ranches will not exceed \$10,000.
5. Form 53 shall be prepared in triplicate and the original and one copy forwarded to the State office where required under the provisions of the above paragraph 4. The blank spaces in section 1 shall be filled in with the indicated information. If the multiple farmer earned a payment under the 1947 program on more than one farm in the county, form 53 shall not be prepared until the total payment earned in the county can be determined; and the form 53 shall show the farm serial numbers and the amount of payment earned for each of his farms in the county. If the multiple farmer is other than an individual, partnership, or estate, and is interested in farms in other states, the notation "Other States" shall be entered on the form 53, immediately to the left of the State and county code.

Forms 157 for the multiple farmer shall not be approved until the original form 53 is returned from the State office with section 2 thereof executed. If the payment to the multiple farmer is reduced because of advice received from the State office on form 53, the payment earned by the multiple farmer as shown in line 12, form 157, shall be appropriately reduced.

B. Payment to applicants, assignees, and debt set-offs.

Note: If in applying the instructions in this sub-section B, the amount that would otherwise be available for set-off for a debt is less than \$1.00, no set-off shall be made. Also, if the amount entered in line 15 for a producer, or in line 14 for an assignee, is less than \$1.00, such amount and the name of the producer or assignee shall be circled.

Each form 157 for a payment application shall be referred to the clerk responsible for maintaining the county debt register. A debt register shall be maintained in each county office in accordance with the County Office Claims Procedure, SRM-555, and instructions issued by the State office. County committees and county offices are responsible for maintaining a complete and accurate debt register in the county office. Failure to set off debts owed the United States may result in the person responsible being held personally liable.

The clerk maintaining the debt register shall check the name of each producer shown on form 157 to determine if he is indebted to any agency of the United States Government, and will compute and enter for each applicant, in the applicable column G or I, the amount of payment to be made to him and the amounts of any assignment or set-offs.

1. If the producer has the same name, or has a similar name and the same address, as a person indebted, but they are not the same person, enter above the producer's name on form 157, in line 14, the notation, "Not the same person as the debtor (enter name of debtor)".
2. If the producer is indebted for "ACP 1947 Excess CMS," no entries shall be made in line 14 for the debt and, in applying the instructions in the following paragraphs 3 through 6, the producer shall not be considered indebted for that debt.

In such cases, the notation "ACP 1947 excess CMS", followed by the serial number of the farm with respect to which the debt was incurred and the amount of the debt, shall be entered on form 157, in columns A through C, in an otherwise unused line 1 through 9, and the word "All" shall be entered in that line, in the applicable column F or H. The entries, if any, in line 13, in the applicable column G or I, and in the space for "Excess" shall be corrected as necessary to include the amount of the debt entered in columns A through C. The debt register shall be corrected by deleting the original debt entry and entering the remainder of the debt, if any, in the space for "Excess" in line 13.

3. If the producer is not indebted and no form 69 is attached to the performance report, enter in line 15 the amount, if any, obtained by subtracting the amount, if any, in line 13 from the amount in line 12.
4. If the producer is not indebted and there is a form 69 attached to THE performance report, enter in line 14 above the name of the indebted producer the complete name and address of the assignee, from part I of form 69, and enter in line 14 in the applicable column G or I, the amount of the assignment remaining unpaid, from part II, form 69. If the assignee is a government agency, enter the word "Assignee" following the name of the agency.
 - a. Subtract the amount in line 13, if any, from the amount in line 12.
 - b. If the amount in line 14 for the assignment is less than the result obtained under a., subtract, and enter the difference in line 15.
 - c. If the amount in line 14 for the assignment is more than the result obtained under a., circle the amount in line 14, and enter above the circled amount the result obtained under a.
5. If the producer is indebted to only one agency, and no form 69 is attached to the performance report, enter in line 14, in the applicable column F or H, above the name of the indebted producer, a description of the debt.

Note: The description shall include the program year and designation and the farm serial number of the farm in the year in which the debt was incurred. In case of debts to agencies other than the ACPB, the description of the debt shall in-

clude the initials of the agency, and the debtor's account number, if known. In the case of debts representing overpayments through U. S. Treasury checks, the description of the debt shall include the D. O. Voucher number and date of the check representing the overpayment.

Examples:

1943 CMS 73-060-B-172, for a debt for 1943 excess CMS.

CCC Subsidy 73-060-H47 D A6894625, for a debt for Dairy Production Payment.

1940 CP 73-060-A212, DO Vou. 11-123456, dated 9/8/40, for a debt for a 1940 cotton parity payment.

1939 CMQ 73-060-D69, for a debt for 1939 cotton marketing quota penalties.

1946 FCIC 73-060-380-C, for a debt for 1946 cotton crop insurance premium.

1942 CCC-SP 73-060-R19, for a debt to the CCC for 1942 seed peanuts

1934 Cotton 73-060-G38 followed by the D. O. voucher number and date, the name of the Disbursing Officer and his disbursing symbol, for a debt under the Rental and Benefit Programs.

Enter the amount of the debt in the applicable column G or I, following the description of the debt.

- a. Subtract the amount in line 13, if any, from the amount in line 12.
 - b. If the amount of the debt is less than the result obtained under a., subtract and enter the difference in line 15.
 - c. If the amount of the debt is more than the result obtained under a., circle the amount of the debt and enter immediately above the result obtained under a.
6. If the producer is indebted to two or more agencies, or is indebted to one agency and a form 69 is attached to the performance report:
- a. In accordance with section X, SRM-555, of the County Office Claims Procedure, determine the order of priority of the producer's debt(s) and/or assignment.
 - b. Data for the debt(s) and/or assignment which, in accordance with the order of priority, can be wholly or partially liquidated from the producer's payment shall be entered in line 14, in the applicable column F or H, above the name of the producer as follows:
 - (1) If data are to be entered for an assignment only, enter the data and compute the final payments for the producers and assignee in accordance with paragraph 4, above.

- (2) If data are to be entered for only one debt, enter and compute the final payment to the producer and amount of the set-off in accordance with paragraph 5 above.
 - (3) If data are to be entered for more than one debt, or for a debt and an assignment, they shall be entered in line 14 in the order of priority, and as provided in the applicable paragraph 4 or 5, above.
- c. The final payment to the producer and the amount(s) set off and/or the amount assigned shall be determined and entered in the applicable column G or I, as follows:
- (1) Subtract the amount in line 13, if any, from the amount in line 12.
 - (2) If the sum of all amounts in line 14 is less than the results obtained under (1), make no further entry in line 14 and enter in line 15, the amount obtained by subtracting the sum of all amounts in line 14 from the result obtained under (1).
 - (3) If the sum of all amounts in line 14 is more than the result obtained under (1), circle the last amount in line 14 and enter immediately above or to the left of the circled amount the result obtained by subtracting the sum of the uncircled amounts in line 14 from the result obtained under (1).
7. Recording collections on the debt register. In each case where a debt of a producer is partially or wholly liquidated by means of a set-off from his 1947 ACP payment, the collection shall be immediately recorded on the debt register. The amount of the debt shall be reduced by subtracting the amount entered in the applicable column G or I, form 157, for set-off, and a notation shall be entered beside the change, showing the current date and the farm serial number of the form 157, followed by "1947 ACP." This record of the collection shall be made in pencil and, later, when the voucher continuation sheet, listing the collection, is received from the Disbursing Office, the amount set off shall be verified and the collection recorded permanently in ink. Amounts of debts reduced by pencil changes and notations on the debt register as provided herein shall be considered as having been collected for the purpose of processing any additional applications under the 1947 or any other ACP or any other payment program administered by the county office.

In case an application on which a set-off is proposed is suspended to the county office for any reason which would change the producer's payment in line 12, appropriate changes shall be made in the appropriate lines 13, 14, and 15, form 157, and on the debt register.

SECTION VIII. COUNTY OFFICE REVIEW

- A. Original applications - After forms 157 have been signed by the producer and approved by the county committee, and prior to transmittal to the GAO, each application shall be reviewed by a designated county office employee. The employee so designated must be thoroughly familiar with the regulations governing the 1947 ACP, with the instructions for determining performance, and with all applicable instructions in this bulletin. It shall be the responsibility of the county administrative officer to see that this employee, if other than himself, is furnished a copy of, or is advised of the provisions of, all amendments or supplements to SRB-1101, 47-Perf.-1, and SRB-1104, together with any other instructions received in the county office that are pertinent to the preparation and approval of 1947 applications for payment.

The county office review shall consist of a general examination of the application for completeness and correctness. Any item that appears irregular or questionable should be verified to the extent necessary to satisfy the reviewer that it is correct. The review shall include, but not necessarily be restricted to, a check with respect to each of the following:

Note: Instructions for checking the transcription of data from performance reports and other county office records are provided in section III, H.

1. Farm data. - Determine that the sum of the acreages of cropland and pastures does not exceed the acreage of farmland in the farm as shown in the heading of Form 157.
2. Conservation practice data. - Examine all entries in lines 1 through 9, columns A through D, to determine that:
 - a. Practice numbers, including sub-practice number and letter designations, where required, have been entered in column A in accordance with Appendix A.
 - b. Each entry for units in column B has been expressed in the proper terms as shown in Appendix A.
 - c. Each entry for payment rate in column C has been expressed exactly as shown in Appendix A.
 - d. No practice listed has been disapproved for the county.

The practice units shall be generally compared with the farm acreages for farm data in the heading to determine whether the extent of the practices performed appears reasonable in view of the farm acreages available for use in carrying out those practices. If the practice units appear unreasonable, or unusually large, they should be carefully verified with the performance report and any other records available in the county office. This examination should help in detecting errors in transcription, errors due to misplaced decimals, and errors in computing the practice extents. Where the verification does not result

in sufficient explanation of the apparent unreasonableness of the extent, the case should be referred to the county committee for further review and, if necessary, an inspection of the farm. A visual comparison should also be made between the practice payment amounts in column D for CMS practices and the CMS deductions in line 13, columns G and I. If the sums of the respective amounts are different, determine that the difference is due to a difference between the practice payment rate and the CMS deduction rate, CMS not properly used, or a small payment increase advanced.

3. Producers' shares - Determine that:

- a. If there is only one producer, the word "All" is entered in the heading of column F.
- b. If there is more than one producer, either
 - (1) Percentage shares have been entered in the heading of columns F and H, or
 - (2) Percentage shares or the word "All" have been entered in column F or H for each practice.

Where percentage shares have been shown, the sum of the percentages in column F and H for each practice equals 100%.

For each "X" practice, the word "All" is shown in either column F or column H for the practice. The practice payment for a CMS practice cannot be divided.

4. Names, addresses, and signatures. - Determine that:

- a. The signature of each producer is identical with his name as typed or printed, except that the following types of differences are acceptable.

Name of Applicant

Signature of Applicant

John T. Doe

Jno. Doe
J. T. Doe
John Doe

Martha S. Doe

Mrs. Martha Doe

- b. The name of each producer is complete to the extent that a given name initial, if any, and last name, are shown.
- c. The name and signature of any producer who is a married woman has been executed to show her given name, initial and last name, rather than the name of her husband preceded by "Mrs." (Not required where signed in a representative capacity.)
- d. Each signature in a representative capacity includes the name of the principal and the capacity in which the person signs.

- e. A disinterested witness has signed in the space provided immediately below each signature that is made by mark, or is in a foreign script.
- f. An address has been shown for each producer, and the street address, post office box number, or rural route number has been shown where required.

Note: The county committeeman signing form 157 certified in item 2, section 2, that each signature in section 3 is that of the producer whose name appears above such signature. Additional signature certifications entered on or attached to the form 157 are superfluous and serve no useful purpose whatsoever. Form 157 will not be suspended because of illegibility of signatures.

- 5. Supplementary statements and related forms. Each form 157 shall be checked to determine that necessary statements are attached thereto, where applicable. Determine that a statement regarding each of the following has been entered on or attached to form 157 where applicable:
 - a. Evasion of the \$10,000 limitation.
 - b. Failure to maintain practices.
 - c. Breaking out permanent vegetative cover.
 - d. Defeating purposes of the program. (State committee approval required before submission of the application for payment.)
 - e. Depriving others of payment. (State committee approval required before submission of the application for payment.)
 - f. Failure to carry out approved erosion control measures.
- 6. Review of computations. - All computations performed in accordance with sections V. and VII. of these instructions shall be checked on each form 157 until the county administrative officer is satisfied that the clerk computing the applications thoroughly understands the computing procedure and is performing the computations with a minimum of errors.

Thereafter, all computations shall be checked from time to time only on a representative sample consisting of about 10% of the applications computed by that clerk. The computations on all other applications shall be reviewed as follows:

- a. Visually inspect each amount in column D, lines 1 through 9, to determine that it apparently equals the result obtained by multiplying the units in column B times the rate in column C, particularly checking those practices having special limitations restricting the amount in column D to see that the limitations have been applied where applicable.

- b. Determine that the sum of all amounts in line 10, columns G and I, for all applicants, equals the amount in line 10, column D, except for difference due to application of the rule of fractions.
 - c. Verify the payment for each column G and I as follows: Enter in the calculating machine the amount in line 10, add any amount in line 11, subtract any uncircled amount in line 13, subtract any uncircled amount in line 14 and subtract the amount in line 15. The result should be zero (or equal to any circled amount of less than \$1.00 in line 14 or 15.)
7. Multiple farms. - Determine that the list of 10,000 producers has been furnished the State office.
8. Debts and Assignments
- a. If there are data in line 14 for an assignment, verify that the name and address of the assignee have been correctly entered from part I, form 69, and that the amount entered in column G or I, following the name of the assignee, agrees with the amount in part II, of the form 69. If the amount on form 157 has been circled, determine that the uncircled amount equals the smaller of the amount in part II., form 69, or the amount in line 12 minus any uncircled amount in line 13 and any other uncircled amounts in line 14.
 - b. If there are data in line 14 for a debt, verify that the necessary description of the debt has been entered. If the amount entered in column G or I, form 157, following the description of the debt, has not been circled, verify that the debt register shows the amount of the debt has been collected. If the amount entered on form 157 for the debt has been circled, verify that the amount entered above the circled amount on form 157, plus the amount remaining on the debt register, equals the circled amount on form 157. In either case, verify that the amount originally entered on form 157 for the debt agrees with the amount shown on the debt register prior to the reduction for the set-off being made.

Note - The determinations required in the following paragraphs 9 and 10 shall be made after the form 157 has been approved by the county committee.

- 9. Approval by county committee. - Determine that a member of the county committee has signed in the space provided in section IV and that the date the application was filed in the county office has been entered in that Section.
- 10. Alterations. - Determine that each alteration in the names or addresses of producers or assignees, or any data shown on the application (other than computing entries excepted in section III., A, 2) has been initialed by a member of the county committee who has signed in Section IV, and that the initials are not printed.

Note: Alterations in signatures made by any person other than the producer are not acceptable. Slight alterations made by the producer when signing may be accepted, but should not be initialed.

B. Suspended applications. - If the form 157 being reviewed is one which has previously been suspended by the GAO, it shall be reviewed completely in the same manner as set forth above for other forms 157 and, in addition, a particular check shall be made to determine the following:

1. That each reason for suspension has been properly corrected or explained in an acceptable manner.
2. If a new form 157 has been executed, that the old form, clearly marked "Void" across the face thereof, is attached to the new form.
3. That all forms and memoranda returned by the GAO are attached for resubmission to the GAO.
4. That the original of the GAO Preaudit Difference Statement is attached for return to the GAO.

Note: If the case was suspended after being certified by the State office, the original and two copies of the form 117 will be returned to the county office with the suspended application. In such cases, the original and one copy of form 117 must be attached for return to the GAO.

5. **Resubmission statements** - A "Resubmission statement" shall be entered on the original and copy (or copies, where applicable) of form 117, below the GAO statement of exception, where required by the following instructions in this paragraph. If sufficient space is not available on the face of the form 117, the statement may be continued on the back of the form. The notation "Resubmitted," followed by the date the statement is signed by the county committee shall be entered immediately preceding the statement.

The statement shall be signed for the county committee by one of its members, who need not be the same member who signed the form 157. The title of the committeeman shall be shown by entering the words "County Committeeman" following or below his signature. The following instructions apply to both scheduled and unscheduled applications:

- a. Where the exception is one which requests verification as to whether a producer is the same person as one indebted to the U. S. Government and, upon resubmission, a set-off has been made, no resubmission statement is required.
- b. If the exception is one which requests additional information or an explanation of some item, a resubmission statement must be furnished.

For example: Exception is taken because of some conflicting statement or data on the application or related papers and explanation thereof is requested. A statement is required in such cases.

- c. If the exception is one for verification of certain entries, a statement is required, unless the resubmitted application reflects a smaller payment than that originally proposed

For example: Exception is taken because the extent of a conservation practice which is limited to cropland exceeds the amount of cropland shown and verification of the entries is requested. Upon resubmission, regardless of the fact that one of the questioned entries may have been corrected and initialed, an explanation indicating all of the facts relating to the correction must be furnished unless the correction results in a reduction in the amount of the proposed payment.

- d. If an exception has been taken and, upon resubmission, changes not related to the exception have been made in the basic data which change the application from a no-payment application to a payment application, or in any increase the payment as proposed when the application was first submitted, a detailed explanation as to the reason for each change must be furnished by the county committee, even though such changes are properly initialed by the county committeeman who originally approved that application.

Note: The detailed explanation shall not be required in those cases where the application was returned without certification or approval solely at the request of the county or State office.

6. The copy of form 117 shall be placed in the farm folder. The original (and one copy, where applicable) shall be securely stapled to the face of the form 157 for resubmission to the GAO

SECTION IX. TRANSMITTAL OF APPLICATIONS

A. General

1. The originals and all copies of forms 157 for payment applications with carbon inserts intact, shall be transmitted to the GAO after approved by the county committee. Additional statements, where applicable, shall be securely attached to the back of the related form 157. Instructions for shipping and the name and address of the GAO Chief of Party will be furnished by the State office.
2. The county office copy of each payment application will be returned to the county office for filing, after the application has been scheduled by the State office and approved by the GAO.
3. Where it is necessary to request the return of an application that has been transmitted to the GAO, a letter to that effect, showing the farm serial number and transmittal number, shall be forwarded to that office. A copy of the letter shall be sent to the State office. All other matters requiring communication with the GAO shall be handled through the State office.
4. No applications shall be transmitted until authority to begin transmittal has been given by the State office.
5. After regular transmittals have begun, applications that are ready for submission shall be transmitted at least once each week. The various types of suspended applications that are ready for resubmission shall be included in the same transmittal with regular applications. Insofar as practicable, payment applications for indebted applicants shall be grouped and submitted in separate transmittals, but a separate series of transmittal numbers shall not be used and the transmittal need not be identified as a debt transmittal. Adjustment and supplemental applications shall be submitted to the State office by letter.

B. Preparation of form 6 for payment applications. - Payment applications ready for transmittal shall be listed on form 6 as follows:

1. Prepare an original and four copies of the form 6.
2. Enter the name of the State and the name of the county in the space provided in the heading.
3. Enter the transmittal number in the space provided in the heading. Transmittals of payment applications shall be numbered in ascending numerical order, beginning with number one for the first transmittal forwarded to the GAO.

4. Enter the notation "ACP-157" in the heading, following "For Forms No."
5. Enter in the column headed "Serial No." the serial numbers of forms 157 included in the transmittal. All applications to be listed on one form 6 shall be arranged and listed in numerical order.
6. Make no entries in the columns headed "Name of Operator" and "For Use in the State office."
7. Enter the number of applications in the transmittal in the space provided near the lower right corner.

C. Preparation of Form 6 for All-CMS cases. - All-CMS cases shall be listed on form 6, prepared in quadruplicate. The original and all copies for forms 157 prepared for All-CMS cases having an excess CMS deduction shall be transmitted to the State office with the form 6. Forms 6 for All-CMS cases shall be prepared as follows:

1. Enter the name of the county in the space provided in the heading.
2. Enter the transmittal number in the space provided in the heading. A separate series of transmittal numbers, beginning with number one for the first transmittal forwarded to the State office, and continuing in ascending numerical order, shall be used for forms 6 for All-CMS cases. The letter "X" shall be entered preceding the transmittal number.
3. Enter the notation "1947 All-CMS" in the heading, following "For Forms No."
4. Enter in the columns headed "Serial Number" the farm serial numbers from the performance reports or forms 157 to be listed on the transmittal.
5. Delete the heading of the columns headed "Name of Operator". Make no entry in these columns except that, if there is an excess CMS deduction, enter the notation "Excess CMS" following the farm serial number.
6. Delete the heading of the columns headed "For use in State Office" and enter "CMS Ded." Enter in these columns, for each case listed, the total amount earned on the farm from the performance report or form 157.
7. Enter the number of All-CMS cases in the transmittal in the space provided near the lower right corner.
8. Enter in the blank space near the bottom of form 6, following the words "Record of Handling by State Office," the words "Total CMS," followed by the sum of all amounts entered in the "CMS Ded." columns of the form 6.

D. Recording transmittals on form 54. - Before forwarding transmittals to the State office or the G.O., the number of the form 6 on which each form 157 or All-CMS case is listed shall be recorded on form 54, as follows:

1. Enter in column 2, form 54, following the serial number of each farm listed on the transmittal, the transmittal number (including the letter "X" where applicable) of the form 6 on which the case is listed.
 - (a) If the form 157 is a resubmission of a previously suspended application, the transmittal number shall be entered in column 4.
 - (b) If a transmittal number has already been entered on form 54, following the serial number of the case being recorded, a careful check shall be made to determine whether the case is a duplication of one previously recorded.
2. Each suspended form 157 shall be recorded on form 54 when received from the State office, by entering the date the suspended form 157 is received, in column 3, following the farm serial number.

E. Transmittal of applications

1. Payment applications

The original and two copies of form 6, with all applications included in the transmittal, shall be forwarded to the GAO, Chief of Party. One copy of form 6 shall be forwarded immediately to the State office, and one copy filed in the county office.

2. All-CMS cases. - The original and two copies of form 6 with the forms 157 for "Excess CMS" cases, shall be forwarded to the State office. One copy of form 6 shall be filed in the county office.

ADDITIONAL INSTRUCTIONS FOR ENTERING CONSERVATION PRACTICE DATA ON PERFORMANCE
REPORTS AND APPLICATION FORMS

In addition to other instructions in 47-SRM-5, 47-Performance-1 and SRB-1104, the instructions in this appendix A shall be followed in entering data for conservation practices on performance reports and application forms.

1. List separately, and designate by entering the letter "X" after the practice number, the extent of each practice carried out with 1947 CMS. The letter "X" shall not be used for practices carried out with CMS furnished by the ACP Branch under previous programs and not transferred to 1947.
2. Where liming material used under practice No. 3 was furnished by the ACP Branch as 1947 CMS at railhead or quarry and the CMS deduction rate is less than the payment rate, enter the letter "R" immediately preceding the practice number.
3. Practice numbers, the extent of the practices, and the practice payment rates shall be entered as indicated in the following table:

Note: Where, in the extent column below, two extents are shown for a practice (one shown in parenthesis above the other), the extent of the practice shall be expressed in both terms, entering both in the extent column on the performance report and application form. For example, in the case of practice 30b, the number of pounds shall be entered in the extent column and the number of acres entered in parenthesis in the same line and column, immediately above the entry for the number of pounds.

<u>Practice Number</u>	<u>Title</u>	<u>Extent</u>	<u>Rate</u>	<u>Comment</u>
1a	Terraces	<u>4</u> /Linear Ft.	\$0.018	
1b	Terraces	<u>4</u> /Linear Ft.	.013	
1c	Terraces	<u>4</u> /Linear Ft.	.018	
2a	Dam or reservoir	<u>4</u> /Cubic Yards	.10	Enter as 2a the first 3,000 cu. yds. used in construction of dam and as 2b additional material used in construction of dam, and all material moved but not used in construction of dam. Where two or more structures enter as 2a-1, 2a-2, and 2b-1, 2b-2 etc..
2b	Dam or reservoir	<u>4</u> /Cubic Yards	.08	
3	Limestone	<u>3</u> /Tons		Enter county rate from SRB-1101-Okla.

Practice Number	Title	Extent	Rate	Comment
4a	18% Superphosphate	<u>4</u> / Pounds	\$.0098	
4b	19% Superphosphate	<u>4</u> / Pounds	.0101	
4c	20% Superphosphate	<u>4</u> / Pounds	.0105	
4d	32% Superphosphate	<u>4</u> / Pounds	.0165	
4e	45% to 48% Superphosphate	<u>4</u> /Pounds	.0210	
5a	Raw rock phosphate	<u>4</u> / Pounds	.006	
5b	Colloidal phosphate	<u>4</u> / Pounds	.004	
6	Vegetated waterways	<u>1</u> / Acres	\$18.00	
7a	Blue grama	<u>4</u> / Pounds	.24	
7b	Buffalo grass (in bur)	<u>4</u> / Pounds	.68	
7c	Buffalo grass (scarified)	<u>4</u> / Pounds	2.00	
7d	Bluestem	<u>4</u> / Pounds	.28	
7e	Side-oats grama	<u>4</u> / Pounds	.48	
7f	Weeping lovegrass	<u>4</u> / Pounds	2.00	
7g	Sand lovegrass	<u>4</u> / Pounds	2.00	
7h	Switchgrass	<u>4</u> / Pounds	.32	
7i	Indian grass	<u>4</u> / Pounds	.64	
7j	Western wheatgrass	<u>4</u> / Pounds	.18	
7k	Bermuda grass (unhulled)	<u>4</u> / Pounds	.40	See SRB-1101 for applicable counties.
7l	Bermuda grass (hulled)	<u>4</u> / Pounds	.64	See SRB-1101 for applicable counties
7m	Hairy grama	<u>4</u> / Pounds	.32	
8	Sodding	<u>1</u> / Acres	3.00	
9a	White Dutch clover	<u>4</u> / Pounds	.80	Rates on 9a, 9b, 9e, 9d, and 9e applicable to August 9, 1947. After August 9, 1947, practice 34 rates applicable
9b	Alsike clover	<u>4</u> / Pounds	.36	
9c	Hop clover	<u>4</u> / Pounds	.52	

Practice Number	Title	Extent	Rate	Comment
9d	Persian clover	<u>4</u> / Pounds	.44	
9e	Black medic	<u>4</u> / Pounds	.32	
9f	Korean lespedeza	<u>4</u> / Pounds	.07	
9g	Kobe lespedeza	<u>4</u> / Pounds	.14	
9h	Sweet clover	<u>4</u> / Pounds	.14	
9i	Bermuda grass (hulled)	<u>4</u> / Pounds	.64	See SRB-1101 for applicable counties
9j	Bermuda grass (unhulled)	<u>4</u> / Pounds	.40	See SRB-1101 for applicable counties
9k	Bluestem grasses	<u>4</u> / Pounds	.28	
9l	Sand lovegrass	<u>4</u> / Pounds	2.00	
9m	Weeping lovegrass	<u>4</u> / Pounds	2.00	
9n	Side-oats grama	<u>4</u> / Pounds	.48	
9o	Blue grama	<u>4</u> / Pounds	.24	
9p	Buffalo grass (in bur)	<u>4</u> / Pounds	.68	
9q	Buffalo grass (scarified)	<u>4</u> / Pounds	2.00	
10	Deferred grazing	<u>2</u> / Acres	.12	Payment to any farm or ranch will be limited to an acreage not in excess of 25% of noncrop open pasture or range land
11a	Wells	<u>4</u> / Linear ft.	1.50	
11b	Wells	<u>4</u> / Linear ft.	1.00	
12	Control of destructive plants	<u>1</u> / Acres	2.50	
13	Fireguards	<u>4</u> / Linear ft.	.001	
14	Intertilled crops on contour	<u>2</u> / Acres	.75	
15a	Drilled crops on contour	<u>2</u> / Acres	.75	

- 4 -				
<u>Practice Number</u>	<u>Title</u>	<u>Extent</u>	<u>Rate</u>	<u>Comment</u>
15b	Drilled crops on contour	<u>2</u> / Acres	.25	
16	Contour strip cropping	<u>2</u> / Acres	.75	
17	Field stripping	<u>2</u> / Acres	.40	See SRB-1101 for applicable counties
18	Contour listing, furrowing or pit cultivating	<u>2</u> / Acres	.30	
19	Summer-fallow	<u>2</u> / Acres	1.00	See SRB-1101 for applicable counties
20	Summer legumes or summer non-legumes	<u>2</u> / Acres	1.50	
21	Turning under sweet clover	<u>2</u> / Acres	1.50	
22	Leaving stalks on the land	<u>2</u> / Acres	.35	See SRB-1101 for applicable counties
23	Cover of small grains	<u>2</u> / Acres	1.50	
24	Cover of ryegrass	<u>4</u> / Pounds	.08	
25a	Cover of hairy vetch	<u>4</u> / Pounds	.13	
25b	Cover of Austrian Winter Peas	<u>4</u> / Pounds	.05	
25c	Cover of bur-clover (hulled)	<u>4</u> / Pounds	.40	
25d	Cover of bur-clover (in bur)	<u>4</u> / Pounds	.08	
26	Cover of annual lespedeza	<u>4</u> / Pounds	.07	
27	Harvesting legume and grass seed	<u>1</u> / Acres	3.50	Maximum farm payment for practice 27 is \$70.00
28	Planting forest trees	<u>1</u> / Acres	5.00	
29	Maintaining a stand of trees	<u>1</u> / Acres	2.50	
30a	Control of bindweed (Glean cultivation)	<u>1</u> / Acres	10.00	

<u>Practice Number</u>	<u>Title</u>	<u>Extent</u>	<u>Rate</u>	<u>Comment</u>
30b	Control of bindweed (Sodium chlorate)	<u>4</u> / Acres Pounds	.05	Payment for practice 30b cannot exceed \$10.00 per acre
30c	Control of bindweed (other means)	<u>1</u> / Acres	2.50	
31	Mowing pasture	<u>2</u> / Acres	.50	
32	Leveling for irrigation	<u>2</u> / Acres	1.00	
33	Local practice			Practice and rate must have State Committee approval.
34a	White Dutch Clover	<u>4</u> / Pounds	.50	Rates applicable subsequent to August 9, 1947
34b	Alsike clover	<u>4</u> / Pounds	.36	
34c	Hop clover	<u>4</u> / Pounds	.40	
34d	Persian clover	<u>4</u> / Pounds	.40	
34e	Black medic	<u>4</u> / Pounds	.25	

1/ Express acreages to nearest tenth of an acre.

2/ Express acreages to nearest whole acre.

3/ Express tons to nearest hundredth of a ton.

4/ Express linear feet, cubic yards, and pounds to nearest whole number.

TABLE OF INCREASES FOR SMALL PAYMENTS

\$0.01 to \$0.71 -- Increase payment to \$1.00

\$0.72 to \$0.99 -- Add 40% of payment

Computed Payment	: Amount to Add	:	Computed Payment	: Amount to Add	:	Computed Payment	: Amount to Add
		:	\$20.00-20.99	\$8.00	:	\$40.00-40.99	\$12.00
\$ 1.00- 1.99	: 0.40	:	21.00-21.99	: 8.20	:	41.00-41.99	: 12.10
2.00- 2.99	: 0.80	:	22.00-22.99	: 8.40	:	42.00-42.99	: 12.20
3.00- 3.99	: 1.20	:	23.00-23.99	: 8.60	:	43.00-43.99	: 12.30
4.00- 4.99	: 1.60	:	24.00-24.99	: 8.80	:	44.00-44.99	: 12.40
5.00	: 2.00	:	25.00	: 9.00	:	45.00	: 12.50
6.00- 6.99	: 2.40	:	26.00-26.99	: 9.20	:	46.00-46.99	: 12.60
7.00- 7.99	: 2.80	:	27.00-27.99	: 9.40	:	47.00-47.99	: 12.70
8.00- 8.99	: 3.20	:	28.00-28.99	: 9.60	:	48.00-48.99	: 12.80
9.00- 9.99	: 3.60	:	29.00-29.99	: 9.80	:	49.00-49.99	: 12.90
10.00	: 4.00	:	30.00	: 10.00	:	50.00	: 13.00
11.00-11.99	: 4.40	:	31.00-31.99	: 10.20	:	51.00-51.99	: 13.10
12.00-12.99	: 4.80	:	32.00-32.99	: 10.40	:	52.00-52.99	: 13.20
13.00-13.99	: 5.20	:	33.00-33.99	: 10.60	:	53.00-53.99	: 13.30
14.00-14.99	: 5.60	:	34.00-34.99	: 10.80	:	54.00-54.99	: 13.40
15.00	: 6.00	:	35.00	: 11.00	:	55.00	: 13.50
16.00-16.99	: 6.40	:	36.00-36.99	: 11.20	:	56.00-56.99	: 13.60
17.00-17.99	: 6.80	:	37.00-37.99	: 11.40	:	57.00-57.99	: 13.70
18.00-18.99	: 7.20	:	38.00-38.99	: 11.60	:	58.00-58.99	: 13.80
19.00-19.99	: 7.60	:	39.00-39.99	: 11.80	:	59.00-59.99	: 13.90

\$60.00 to \$186.00 - Increase by \$14.00

\$186.01 to \$199.99 - Increase to \$200.00

\$200.00 and over - No Increase.

